

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SUPERVISOR, CONTINUATION SCHOOL

BASIC FUNCTION:

Under the direction of a Continuation High School Principal or Vice Principal, oversee and monitor the behavior of an at-risk student population outside of class and at school-sponsored activities both on and off campus; enforce applicable sections of the Education Code, the Penal Code, the District's Student Conduct Code and individual continuation school rules; assist in the maintenance of an orderly and safe campus.

ESSENTIAL FUNCTIONS:

Maintain order in all areas of a continuation school campus among a student population that may tend to be volatile and may resist authority figures.

Administer conflict management between students.

Identify, monitor and diffuse gang activities and student tensions.

Interact with parents as required.

Establish rapport with faculty and students in order to gain their trust and confidence.

Inform students of and model acceptable school behavior.

Patrol in and around the campus and outlying areas during school hours providing general supervision of students outside of class and remain alert to problems likely to disrupt the educational process or be physically injurious to persons or property.

Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct.

Check students who are out of class during class time to inquire as to the reason for being out of class; direct tardy students to appropriate school office.

Intercept non-students who come on campus during school hours and direct them to either report to the office or leave campus; notify the school administration immediately if a non-student fails to comply, returns again after departing, or otherwise creates a problem.

Escort students to the school administration in cases of serious or repeated violations.

Complete necessary written reports accurately and serve as a witness in student conferences, disciplinary hearings/proceedings and legal hearings/proceedings.

Assist Sacramento County Probation Officers and local law enforcement officers in working with students; provide information of truancy and other matters.

Establish a schedule to independently cover all areas of the campus effectively.

Assist certificated and classified employees with preventive discipline by explaining school rules to students and parents.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- Gang identification factors and behavior.
- Principles of conflict management.
- Basic record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Operation of a two-way radio.

ABILITY TO:

- Patrol and monitor an assigned campus to maintain order and security.
- Assure student compliance with school and District policies and regulations.
- Maintain authority with at-risk students.
- Learn, interpret, apply and explain laws, rules and regulations.
- Perform duties with patience, tact and good judgment and within established guidelines.
- Learn District organization, operations, policies and objectives.
- Establish and maintain cooperative and effective working relationships with others.
- Observe situations and accurately determine an effective course of action.
- Write reports.
- Observe health and safety regulations.
- Maintain routine records.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Maintain consistent, punctual and regular attendance.
- Stand or sit for extended periods of time.
- Walk or run over uneven surfaces.
- Climb stairs.
- See to monitor student behavior and assigned campus areas.
- Hear and speak to exchange information.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and experience in working with high school age students.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid First Aid, CPR and AED Certificate issued by the American Red Cross or other authorized agency identified by Elk Grove Unified School District, within six months of initial employment. No online courses for CPR and AED will be accepted. Additionally, the Certificate must be renewed before its expiration.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment.

Seasonal heat and cold or adverse weather conditions.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Possible fights and confrontations.